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MEETING MINUTES FROM BASE REALIGNMENT AND CLOSURE PHASE 2 PLANNING  
MEETING 16 MARCH 1994 NTC ORLANDO FL  
3/18/1994  
ABB ENVIRONMENTAL



00493

18 March 1994

Commanding Officer  
Southern Division  
Naval Facilities Engineering Command  
P.O. Box 190010  
North Charleston, SC 29419-9010

Attention: Mr. Jim Reed

Subject: Minutes of the NTC, Orlando Base Realignment and Closure (BRAC) Phase II Planning Meeting

Dear Jim:

I would like to thank you for meeting with us last Wednesday and Thursday (March 16th and 17th) to discuss the future plans for BRAC activities at NTC, Orlando. The following are my recollections of what we decided needed to be done, along with approximate timeframes for getting those efforts on contract.

#### NTC, Orlando BRAC Phase II Management and Evaluations

##### Project Description and Background

NTC, Orlando as part of the approved 1993 Base Closure and Realignment Commission's list, has recently undergone a fence-to-fence environmental baseline survey (EBS). All of the buildings/areas/parcels of the base have been categorized into one of three general categories: a) transferrable, b) requiring some additional investigation under Florida's UST/AST program to determine their actual environmental condition. or c) requiring some additional investigation under the Navy's Installation Restoration program (non-UST/AST) to determine their actual environmental condition.

The purpose of this second phase of investigation is to develop the plans that will allow for fully evaluating those sites/parcels/areas/buildings that were determined, during the initial EBS, to need additional investigation. The ultimate goal of the Phase II Evaluations, once implemented, will be to correctly identify all parcels as ready for transfer, or needing to be inducted into the formal IR program. This planning effort will consist of project management efforts, development of a various management plans (including a Tank Management Plan, Asbestos Management Plan, and Lead Paint Management Plan), community relations support, and updating the BRAC Clean-up Plan (BCP) and the EBS database.

##### Implementation/Project Planning

###### a. Project Management

ABB Environmental Services, Inc.

1536 Kingsley Avenue  
Suite 127  
Orange Park, Florida 32073

Telephone (904) 265-7012  
Fax (904) 264-5632

The Consultant will provide project management oversight during the duration of the project. This includes day-to-day management of resources and schedules, formal and informal liaison with the facility, the community, and SouthDiv representatives, and other such management efforts required to ensure timely delivery of all required products and services.

The Consultant will provide for attendance and support at various management meetings during the course of the contract. This will include two two-day Project Management meeting per month, and three one-day public meetings. The meetings will primarily be in Orlando FL. Every fourth Project Management meeting should be planned for Atlanta; the Consultant should plan to provide a conference room for meetings not held in Orlando.

The Consultant will provide Technical/Financial Monthly Reports (TFMR) as required by the basic contract.

#### b. Review Existing Information

The Consultant shall become familiar with the history and current status of the work being conducted at NTC, Orlando through the review of existing reports, plans, studies, maps, lab analyses, and other relevant documents. This will include a visit to NAS Cecil Field, by the various Management Plan teams.

The Consultant shall collect data from the activity to familiarize the Management Plan teams with existing reports, data and other relevant information.

The Consultant shall assess the availability, current status, and usability of any existing monitoring wells and supply wells to be used in upcoming investigations. These will serve to evaluate suspect areas/points of interest (POIs) for possible early actions.

Information from the EBS survey will be reviewed to identify POIs. This information represents the most current data for NTC, Orlando and its incorporation into planning documents will be critical for the success of future work.

The Consultant will plan all site visits/data collection efforts so that all of these requirements can be accomplished with minimum travel costs.

#### c. Project Plans

**Management Plans** - The Consultant will develop management plans for various elements of the Installation's environmental programs. These plans are for UST/ASTs (Tank Management Plan - TMP), asbestos (Asbestos Management Plan - AMP), and lead paint (Lead Paint Management Plan - LMP). These plans will include current status of each program (i.e. affected sites, synopsis of reports of any previous investigations/sampling/analysis, etc.), current regulatory requirements for the affected media, maps of all affected areas, priorities/schedules for investigative/remedial actions, and an outline of the actions that need to be taken to resolve known issues. The TMP will ensure that any UST/AST investigations will comply with current FDEP 17-770 (FAC) and Navy guidance and regulations. Plans should include investigation/remediation protocols (either directly or by reference to the NTC, Orlando Project Operations Plan) required by response action contractors (RAC).

**Site Screening Work Plans** - The Consultant will develop site specific screening work plans for all of the remaining gray areas (points of interests - POIs) other than those included in the initial 10 study areas. After review of existing information, the Consultant will develop the initial strategy for prioritization and review of the POIs. This strategy will then be presented to the

NTC, Orlando BRAC Clean-up Team (BCT)/Project Team for concurrence prior to continuing with development of the document. POIs should be grouped, where appropriate, into study areas that combine geographically contiguous sites, like media, or similar screening techniques. The work plans will refer to the POP where appropriate, and not regenerate previously published information. The work plans for each study area/POI shall be published as appendices to the approved NTC, Orlando POP.

Once a Draft Site Screening Work Plans have been developed, a presentation will be made to the BCT/Project Team and review copies provided. Upon receipt of review comments, a Final Site Screening Work Plan will be published.

#### d) Update the BRAC Clean-up Plan

At the first Project Management Meeting, the decision will be made as to what sections of the BCP will be updated. This update will include changes to text as well as maps and graphics and will reflect the decisions/strategies presented in the POP, including the Tank Management Plan. Within thirty days from delivery of the final POP, a draft Revised BCP update will be presented to the BCT/Project Team for review. Fifteen working days after receipt of review comments, a final Revised BCP will be distributed.

Changes will be distributed as page changes to the original document, so new binders will not be required. All changed pages will reflect the words "Revision 1" and the date of the revision as a footnote at the bottom of each changed page. A revised Cover, spine, and title page will also be provided reflecting the revision number and date. An instruction page will be provided to guide recipients through the update process. Because the composition of the BCT/project team and public officials is expected to change, ten (10) additional, complete BCPs shall be generated and placed at the disposal of the BCT.

#### e) Database Management

The Consultant shall be responsible for maintenance and update of the NAS Cecil Field BRAC database. This will include update of individual site characterizations, inclusion of new photographs for any newly identified areas, and scanning/inclusion of any new reference documents that may be generated. The Consultant should plan to issue one updated CD-ROM to all holders of the database. It should be assumed that recipients of the database already have the proper equipment with which to read the data.

#### f) Tank Inventory Management System (TIMS) Update

Upon completion of development of the Tank Management Plan, the Consultant shall update and deliver a revised edition of the TIMS database to base personnel.

#### g) Outlying Landing Field (OLF) Whitehouse

The Consultant will perform a fence to fence EBS at OLF Whitehouse which has recently been added to the closure property at NAS Cecil Field. All of the buildings/areas/parcels will be categorized into one of three general categories as was done for the Phase I Evaluations. An EBS Report will be provided for OLF Whitehouse in the same format as was provided for Phase I.

#### Meetings

The Consultant shall prepare for and attend meetings in support of the project. The Consultant shall

be responsible for recording minutes of the meetings and providing copies to the Navy RPM and other attendees. Minutes shall be distributed within 10 working days of the meeting date. Meetings include:

Project Manager Meetings - Meet monthly with the RPM to discuss project status and upcoming work. Meetings will be for two days at NAS Cecil Field (conference room to be provided by the Navy), except for every third meeting which should be planned for Atlanta (conference room to be provided by the Consultant).

UST/AST Planning Meeting - Meet for one day at NAS Cecil Field with the Navy UST RPM to discuss requirements of the Tank Management Plan.

Public Meetings - Meet for three one-day meetings with public interest groups (i.e. reuse committees) at NAS Cecil Field or in the City of Jacksonville.

Project Operations Plan (POP) Planning Meeting - Meet for two days at NAS Cecil Field, with the BCT/Project Team, to discuss strategies for the Phase II investigations.

Draft POP Submittal Meeting - Present, at NAS Cecil Field, the Draft POP to the BCT project team.

### Schedules

Project Operations Plan (POP) Strategy	30 days after NTP
Draft POP	45 days after strategy concurrence
Final POP	10 days after receipt of Draft review comments
Draft Revised BCP	30 days after Final POP
Final Revised BCP	10 days after receipt of Draft review comments
Database Update	30 November 1994
TIMS Update	30 July 1994
Draft EBS-Whitehouse	90 days after NTP
Final EBS-Whitehouse	15 days after receipt of Draft review comments

### Deliverables

	<u>S</u> <u>D</u> <u>i</u> <u>v</u>	<u>F</u> <u>a</u> <u>c</u> <u>i</u> <u>l</u> <u>i</u> <u>t</u> <u>y</u>	<u>U</u> <u>S</u> <u>E</u> <u>P</u> <u>A</u>	<u>F</u> <u>D</u> <u>E</u> <u>P</u>
Draft Project Operations Plan	4	2	2	2
Final Project Operations Plan	4	2	2	2
Draft Revised BCP	4	4	2	2
Final Revised BCP	10	12	2	2
Database Update	1	1	1	1
TIMS Update	1	1	1	1
Draft EBS-Whitehouse	4	4	2	2
Final EBS-Whitehouse	10	12	2	2

The schedule noted for the generation and negotiation for this effort was as follows:

Code 18 SOW to Code 02	18 March
SOW/RFP to ABB-ES	23 March
POA to SouthDiv	8 April
Negotiation	18 April

NTP

2 May

That concludes the minutes of the meeting. If there are any questions, please feel free to contact me or Lisa Routhier at (904) 269-7012.

Respectfully submitted,

ABB ENVIRONMENTAL SERVICES, INC.

  
Philip Georgariou  
BRAC Project Manager

cc: Lisa Routhier  
File